



# Employment First Plan

FY 2018 – FY 2020

PLAN REVISED

AUGUST 18, 2018

Virginia's Plan to Increase Employment Opportunities for Individuals with Developmental Disabilities.

# Goals, Strategies, and Action Items

**Goal 1: Align licensing, certification, accreditation, data collection, and other activities between state agencies that facilitate employment for individuals with disabilities.**

**Long-Term Outcome: Complimentary policies and practices to support the process of assisting individuals to seek, secure, and to maintain employment in the community.**

**Indicators:**

- Individual agency policy differences do not impede provision of services to individuals
- Memorandums of Understanding that outline commitment to work together to resolve issues and inconsistencies.
- Alignment of state regulations and administrative policies with Employment First policies and values.

**Removal of barriers in existing policies and practices which limit timely employment opportunities.**

**Strategy 1.1: Formalize an Interagency Workgroup to meet regularly, set goals, and work to align and coordinate agency employment activities for individuals with ID/DD.**

Responsible	Recommended Action(s)	Other Agencies/Orgs Involved	Projected Start Date	Projected Completion Date	Outcomes	Resources \$\$\$
Interagency Subgroup	1.1.1 Re-Establish a Memorandum of Understanding between DBHDS, DMAS, DARS, VDOE, to formalize an interagency workgroup and establish regular meetings	DMAS, DARS, VDOE, DBHDS	5/1/2017	6/30/2017	MOU signed all agencies June 2018	Existing state resources
Interagency Subgroup	1.1.2 Interagency Workgroup to develop, where feasible, consistent practices	DMAS, DARS, VDOE, DBHDS	7/1/2017	6/30/2018	Definition dictionary	Existing state resources

	across agencies for billable services, allowable activities, and supported employment. <b>Will continue to meet... Attach memo</b>					
Interagency Subgroup	1.1.3 Interagency workgroup will identify projects with mutual benefit to enhance employment of individuals with developmental disabilities and develop strategies around the same.	DMAS, DARS, VDOE, DBHDS	7/1/2017	6/30/2019	<i>Elem Ed Project, Customized Employment Project</i>	Existing State Resources
<b>Strategy 1.2: Provide education to DMAS Quality Review staff, DMAS contract auditors, DBHDS ID and DD Waiver Prior Authorization and Community Resource Consultant staff about allowable employment activities supported by Employment First under the Medicaid waiver programs.</b>						
DBHDS	1.2.1 Develop training regarding allowable employment activities under the Medicaid waiver programs. <b>New Goal: Ongoing Collaboration. Survey providers &amp; follow up w/QMR</b>	DMAS, DBHDS, DARS, VDOE	7/1/2017	12/30/2017	<i>Curriculum Completed. Trained DMAS &amp; Providers</i>	<i>Existing state resources</i>
DBHDS	1.2.2 Provide training	DMAS, DBHDS, DARS,	7/1/2017	12/30/17	<i>Training provided</i>	<i>Existing</i>

	to DMAS QMR and DBHDS, Service Authorization and Community Resource Consultant staff				Completed 12/30/17	state resources
<p><b>Goal 2: Education and training of stakeholders, with focus on individuals with disabilities and their families.</b></p> <p><b>Long-Term Outcome: Consistent understanding of community-based employment by stakeholders throughout Commonwealth to support Virginia's Employment First Initiative.</b></p> <p><b>Indicators:</b></p> <ul style="list-style-type: none"> <li>• Increase provision of "informed choice" through training and education.</li> <li>• Increase in number of local Employment First initiatives that have information to educate stakeholders</li> <li>• Increase number of individuals accessing community-based integrated employment including competitive, GSE, ISE and self-employment options</li> <li>• Demonstrate an increase in the capacity of employment service organizations offering community-based employment</li> </ul>						
<b>Strategy 2.1: Develop training materials for individuals and families about the Employment First Initiative.</b>						
Responsible	Recommended Action(s)	Other Agencies/Orgs Involved	Projected Start Date	Projected Completion Date	Program Outcomes	Resources
Training Subgroup	2.1.1 Develop information and tools for families and self-advocates assisting them in understanding and advocating for Employment <ul style="list-style-type: none"> <li>• addressing information on adult education and college as a</li> </ul>	All organizations and stakeholders represented on Employment First Advisory Group- review by family organizations for ease of understanding	4/19/2017	6/30/2018	One page handouts for regional trainings  Completed 6/30/18  Continue	Existing State Resources

	<p>pathway to career ideas and employment</p> <ul style="list-style-type: none"> <li>• as well as leveraging personal networks</li> <li>• Identify videos on employment</li> <li>• Develop a Process Map for families from school to DARS to Waiver for Employment Supports (DARS/DBHDS)</li> </ul>				<p>Completed 8/15/18</p> <p>Draft Completed May 2018</p>	
DBHDS (Anita)	2.1.2 Develop a training resource/fact sheet about benefits planning and how to access this service.	See above	7/1/2017	9/30/2017	<p>Training resource/fact sheet</p> <p>DRAFT COMPLETED 9/30/17</p>	Existing State Resources
DBHDS	2.1.3 Provide access to these training resources/modules on the Employment First web page/site	DBHDS	4/19/2017	12/31/18	Post on website	Existing State Resources

Training Subgroup (Anita)	2.1.4 Reach out to ESO's to gather employment success stories. (Pull APSE award winners and DARS Champion awards) <b>Continue...</b>	See above	4/19/2017	6/30/2019	Success Stories	Existing State Resource
<p><b>Goal 3: All employment services are in alignment with evidence based/informed best practice and federal/state regulatory requirements</b></p> <p><b>Long-Term Outcome: Individuals have seamless access to supports and services that are evidence based/informed.</b></p> <p><b>Indicators:</b></p> <ul style="list-style-type: none"> <li>• Demonstrate an increase in wages to minimum wage or higher</li> <li>• Employment outcomes are supported by policy and practices of state agencies to ensure efficiency and alacrity</li> <li>• Quality Indicator- not just increasing number ensuring an appropriate placement/type amount of hours, days, etc.</li> <li>• Competency from policy to practice</li> </ul> <p><b>Strategy 3.1 Lead and support providers in increasing their capacity to provide community-based employment.</b></p>						
Responsible	Recommended Action(s)	Other Agencies/Orgs Involved	Projected Start Date	Projected Completion Date	Program Outcomes	Resources
Policy Group	<p>3.1.1 Develop regional strategies to encourage and increase capacity and improved access to supported employment options.</p> <p><b>3.1.1a</b> Develop information sheets for training of potential providers around</p>	Employment First Advisory Group Provider Organizations, DARS, VDOE	4/19/2017	6/30/2018 6/30/2019	Increase in capacity of regional approved providers of integrated employment- review data from survey to determine increase in providers and individuals Employment Competencies drafted	

	<p>waiver expectations, and address fears/misconceptions</p> <p><b>Completed</b></p> <p><b>3.1.1b</b> Develop informational sheet regarding transitioning from VDOE/DARS/DBHDS- address from policy to practice and develop training (Provider Version) <b>Completed</b></p> <p><b>3.1.1c</b> Develop information for auditors around employment service expectations-develop check list <b>Continue</b></p>				Need to plan how to move forward with this	
Policy Group	<p><b>3.1.2</b> Identify ways to allow an individual's employment supports to go uninterrupted throughout their career.</p> <p>Process Mapping- to include job interruptions/changes – share with Interagency workgroup for</p>	See above	4/19/2017	12/30/2018	<p>Documented coordination strategies</p> <p>Guidance document on allowable billing practices</p> <p>Completed Draft</p>	Existing DARS, DBHDS and DMAS Resources

	implementation					
Policy Group	<b>3.1.3</b> Identify disconnects between policy and service delivery that cause providers and individuals to create work-arounds and provide information/guidance documents to resolve these issues.	See above	4/19/2017	6/30/2018	FAQ Completed Draft 6/30/18 for approval	Resources
Policy Group	<b>3.1.4</b> Create practice standards around authorization/ utilization of services consistent between DARS/DBHDS (adequate and flexible)	See above	4/16/2017	12/30/2017	Fact Sheet Completed in Draft form for approval	Existing DARS, DBHDS and DMAS
Policy Group	<b>3.1.5</b> Finalize competencies for employment providers. <b>In process</b>	See above	4/19/2017	12/30/2018	Employment Competencies	Resources

***Goal 4: Virginia will have a state wide data collection process to show progress in the Employment First Initiative***

**Long-Term Outcome: Virginia will be able to report accurate data on the use of supported employment and track our progress towards our goals and conduct continuous quality improvement activities**

***Indicators:***



- **Targets reviewed semiannually by the EMPLOYMENT FIRST ADVISORY GROUP and Regional Quality Councils**
- **Data regarding employment in the target population that is used to establish goals and advance quality improvement efforts**
- **Demonstrate an increase in community-based supported employment quality measures**

**Strategy 4.1: Quality Data Outcomes**

Responsible	Recommended Action(s)	Other Agencies/Orgs Involved	Projected Start Date	Projected Completion Date	Program Outcome	Resources
Data Subgroup	<i>4.1.1 Identify existing sources of quality indicators, such as NCI And ICI data</i>	DBHDS, DMAS, DARS. VDOE	7/1/2017	6/30/2018	Evaluation of quality data collection indicators Completed 6/30/18	Existing DBHDS resources
Data Subgroup	<i>4.1.2 Incorporate quality indicator data into the Commonwealth's semiannual report Completed and is being monitored for maintenance &amp; expansion of quality indicators</i>	See above	7/1/2017	6/30/2019	Example of model to be used to collect data Trend data Continue	Existing DBHDS resources

**Strategy 4.2: Develop Map of capacity of State Employment system (ESOs)**

Data Subgroup	4.2.1 Use the Provider Survey Data to determine capacity of the current system for Group Supported Employment and Individual Supported Employment- <b>Next</b>	DBHDS, DARS	4/19/2017	Completed 8/15/2018	Geographical representation of # of potential "slots" Transportation/ Barrier Survey completed. 51 responses	Existing resources
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	<b>step-reach out to respondents</b>					
Data Subgroup	4.2.2 Identify areas of the state that need additional capacity and develop an implementation plan.	Data Subgroup	9/30/2017	6/30/2018 Completed 6/30/18	Identified areas where more ESO's are needed Jumpstart	Existing State Resources
<b>Strategy 4.3: Increase scrutiny of data gathered to ensure consistency in data reported and trends being identified.</b>						
Data Subgroup	4.3.1 Add new data tables regarding the waiver sub targets and then set goals around the waiver sub targets.	See above	7/1/2017	Ongoing	Data Report	Existing resources
Data Subgroup	4.3.2 Review data and determine if additional details around the data collection is necessary to ensure that the subgroup is reporting information that will enhance employment policy.	See above	Ongoing	Ongoing	Data Report	Existing resources
Data Subgroup	4.3.3 Develop a data gathering tool regarding transportation barriers.	Data Group	4/19/17	9/30/2017 Completed	Data Report	Existing Resources
Data Subgroup	4.3.4 Identify potential strategies to address transportations issues and share with agencies who can impact this.	Data Group	9/30/2017	12/30/2018	White Paper	Existing Resources

**Goal 5: Virginia's Employment First Advisory Group will have a formalized structure with clearly defined roles and responsibilities for members.**

**Long-Term Outcome: The Employment First Advisory Group will be an efficient and representative group advising the DBHDS on how best to implement the Employment First Initiative in Virginia.**

**Indicators:**

- **Membership list that is reflective of diverse stakeholders**
- **Open communication and efficient action plans guide the activities of the EMPLOYMENT FIRST ADVISORY GROUP**

**Strategy 5.1: Formalize the Employment First Advisory Group role and function**

<b>Responsible</b>	<b>Recommended Action(s)</b>	<b>Other Agencies/ Orgs Involved</b>	<b>Projected Start Date</b>	<b>Projected Completion Date</b>	<b>Program Outcome</b>	<b>Resources</b>
Membership Group	5.1.1 Appointment of members to group	Membership Subgroup	Ongoing	Ongoing	Membership of group starting FY 2016	Existing DBHDS Resources
Membership Group	5.1.2 Orientation of new membership	See above	Ongoing	Ongoing	Members understand goal of group	Existing DBHDS Resources
Membership Group	5.1.3 Develop ongoing self-evaluation tool for Employment First Advisory Group to ensure meetings and action plans reflect diverse stakeholder input, as well as efficiency and effectiveness of Employment First Advisory Group activities.	Employment First Advisory Group	4/19/2017	Annually in June	Evaluation Results Completed June 2018	Existing DBHDS Resources